

*Thank you for your intended participation in the 26th Annual Cecil Township Fall Festival, scheduled for Saturday September 28, 2013 - 10 am to 8 pm and Sunday September 29, 2013 - 10 am to 6 pm. The following rules and regulations will apply to all vendors at the Festival.*

## **General Information Sheet**

**PLEASE READ THE FOLLOWING CAREFULLY. THANK YOU.**

**1. ARRIVAL AND SETUP** - To begin no sooner than 10:00 am on Friday September 27, 2013 and must be completed by 8:30 am on Saturday September 28, 2013. All vendors will be sent information with your vendor # on it. Please bring your assigned number and place in vehicle windshield. This will speed up the check in process.

**2. SPACE REQUIREMENTS** – Vendors are solely responsible for any items that may be required in the display area, such as tables, chairs, canopies, generators, etc. Remember Craft / Promotional vendor spaces are 10' x 10' and Food vendors are 15' x 10'. Should you NOT FIT WITHIN THE REQUIRED SPACE, YOU WILL BE REQUIRED TO PURCHASE ADDITIONAL SPACE AT \$10.00/FOOT. **THERE WILL BE NO EXCEPTIONS.** There will be no parking of vehicles behind booth space for any reason. *Space sharing is **not** permitted.*

**3. NO EARLY CLOSING OR DEPARTURE:** - All vendors must keep their spaces open for the entire event (**8 pm Saturday Sept 28<sup>th</sup> and 6pm Sunday Sept 29<sup>th</sup>**). **NO VEHICLES WILL BE PERMITTED IN THE PARK PRIOR TO 6pm** Sunday Sept 29<sup>th</sup>. Your area is to be clean of all debris prior to your departure.

**4. CONTENT OF DISPLAY / GOODS** – The appropriateness of the goods being sold at the Cecil Fall Festival will be at the sole discretion of the Cecil Township Parks and Recreation Board. Any vendor displaying or selling obscene, dangerous or illegal products will be escorted from the premises and their registration fee forfeited. You will not be invited to the next Cecil Township Fall Festival. In effort to limit the quantity of a particular item, please include a list of items (Craft/Promotional) and complete menu (Food) with your Vendor Application. List your main craft item/food item first followed by any alternative items. Each food vendor will be notified of the FOUR items that you are permitted to sell. Please provide a COMPLETE LIST OF ALL ITEMS YOU WISH TO SELL AS ITEMS MAY BE ELIMINATED AND NOT PERMITTED TO BE SOLD. We attempt to eliminate duplications. Anyone bringing inappropriate food or drink items will be asked to remove said items or will be made to leave the premises immediately without a refund of their application fee. NO ONE IS PERMITTED TO SELL CARBONATED BEVERAGES or other items described in **No. 12.**

**5. SILENT AUCTION ITEM** – It is asked of all vendors to furnish an item for the Silent Auction. Your item will be collected Saturday morning prior to the start of the Festival.

- Absolutely no raffle and/or 50/50 drawings

**6. HEALTH DEPARTMENT STANDARDS** - All perishable foods must be stored, prepared and served according to Washington County Health Department standards.

CONTINUED ON REVERSE SIDE

**7. LIABILITY** - Vendors are solely liable for insuring the protection of their merchandise, vehicles, and their civil actions. The Cecil Township Fall Festival Parks and Recreation Board or Cecil Township shall not assume liability in relation to this event.

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In addition, FOOD vendors must provide the Cecil Township Parks and Recreation Board with the "Named Insured Endorsement" for product and general liability by August 28, 2013. Said endorsement shall name the following parties to be additional insured: "Thank you "indemnify and hold harmless the Township of Cecil and Cecil Township Parks and Recreation Board from any and all claims arising from sole negligence of or willful misconduct by the vendor, its employees and/or its contractors." Your policy needs to include \$1 Million General Liability and \$1 Million Product Liability.

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**8. REST ROOMS** – There will be Port-a-Johns available in the parking lot near the township building and also located along the walkway mid-park.

**9. IN CASE OF INCLEMENT WEATHER** – Vendors assume full responsibility for inclement weather. The Cecil Township Fall Festival will be held and will continue throughout the planned Festival period regardless of weather. **NO REFUNDS FOR ANY REASON.**

**10. GENERATORS** – You must supply your own electricity if required, as no utilities are available. If generators are used, they must be of the whisper quiet variety. All items must fit in your specified space, NO EXCEPTIONS.

**11. CECIL TOWNSHIP PARKS AND RECREATION BOARD RULES ARE FINAL** – Failure to comply with any of the above rules will result in the forfeiture of your space, without refund, and/or disbarment from future Cecil Township Fall Festivals. All decisions and rulings of the Cecil Township Parks and Recreation Board will be final. Vendors will respond to any and all requests of the Board immediately.

**12. CONCESSION STAND** – **Beverages including Coffee, Soft Drinks, Water, and PowerAde, as well as Hamburg's, & Hot Dogs. WILL BE SOLD ONLY BY CECIL TOWNSHIP PARKS AND RECREATION BOARD.** No other vendor may sell these items. Vendors can only sell items listed on the application and approved by Cecil Township Parks and Recreation Board in order to prevent duplication.

➤ **Ice will be available for purchase at the Parks & Recreation concession stand**

**RESERVATION DEADLINE:** July 27, 2013 or until spaces are filled. Spaces are reserved, as well as menu approval on a FIRST COME FIRST SERVE basis. Space is reserved when the fee and application (contract agreement) is received. **NO REFUNDS FOR ANY REASON.**

*If after reading the preceding information, you have questions regarding the 2013 Cecil Township Fall Festival, please call 724.745.2227 Monday through Friday or e-mail evenings/weekends [CecilParksPA@gmail.com](mailto:CecilParksPA@gmail.com). With your cooperation we are looking forward to another successful Festival and are glad that you have chosen to participate.*

## 26th Annual

### Cecil Township Fall Festival

3599 Millers Run Road, Cecil, PA 15321 – 1409

**Saturday September 28, 2013**

**10:00 am – 8:00 pm**

**Sunday September 29, 2013**

**10:00 am – 6:00 pm**

### 2013 VENDOR Application

Deadline: Saturday July 27, 2013

(Please PRINT)

NAME/CLUB/ORGANIZATION : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER : \_\_\_\_\_ EMAIL : (please include) \_\_\_\_\_

GENERATOR : \_\_\_\_\_ REFRIGERATOR UNIT : \_\_\_\_\_

Briefly explain the type of product you will be selling : \_\_\_\_\_

\_\_\_\_\_

**Booth spaces are classified as follows: (Please check one)**

- ☐ **CRAFT BOOTH | \$55.00 | No Flea Market or Resalable Items** **BOOTH Size 10'x10' (Homemade Items Only)**
- ☐ **PROMOTIONAL VENDOR BOOTH | \$150.00** **BOOTH Size 10'x10' (ex: Mary Kay, Tupperware)**
- ☐ **FOOD VENDOR BOOTH | \$200.00 | Submit Complete Menu** **BOOTH Size 15'x10'**

Price includes both days. Please supply a **non-returnable** photo of your booth and/or display along with your application and a **non-refundable** check or money order made payable to "Cecil Township Parks & Recreation" and mail to:

**Cecil Township Parks & Recreation**  
**Attn: Fall Festival**  
**PO Box 243**  
**Cecil, PA 15321-0243**

Cecil Township Parks & Recreation Board reserves the right to reject any application.

Please read the enclosed General Information Sheet carefully. Sign this application/contract agreement below and **return by July 27, 2013** to reserve the space number indicated below. Space numbers for applications received after July 27 2013 will be assigned on a first come, first serve basis.

By signing this application, I agree to the rules and regulations of the Cecil Township Fall Festival as stated in the General Information Sheet. **This festival will be held RAIN or SHINE. NO REFUNDS FOR ANY REASON**

SIGNATURE : \_\_\_\_\_ SPACE NUMBER(Returning Vendor) : \_\_\_\_\_

Comments : \_\_\_\_\_

Any questions, Please call 724.745.2227 or email CecilParksPA@gmail.com. Thank you!